ST ROSE CATHOLIC PRIMARY SCHOOL
MEDICATION POLICY

PURPOSE

The purpose of this policy is to establish a framework and provide directions for the administration of medication to students enrolled at St Rose.

POLICY FRAMEWORK

St Rose Catholic Primary School acknowledges that the dignity, safety and wellbeing of students are central to the Church’s teaching. The School also recognizes that it is responsible and accountable for ensuring the health, safety, privacy and welfare of students enrolled in our school. It is also acknowledged that, arising from the duty of care that schools owe to their students, there will be occasions when the administration of medication is necessary to support students during the course of normal school activities. To meet its obligations St Rose is committed to:

- providing practical support for the parents/caregivers of students who require medication during school activities
- maximising the participation in school activities of students who require medication or special procedures for managing a health condition
- optimising the health, safety and wellbeing of students

POLICY CONTENT

Definition

Medication refers to medication prescribed by or used on the advice of a medical practitioner and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life. Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), or other conditions diagnosed by a medical practitioner.

POLICY RESPONSIBILITY

Responsibilities of parents

Parents are responsible for:

- obtaining the relevant medication forms from the school and arranging for their completion and return
- providing the medication in the original labelled container to the nominated staff member
- ensuring the medication is not out of date and has an original pharmacy label with the student’s name, dosage and time to be taken
- providing a request by parents and written instructions from a medical practitioner for medication that is not obtained on prescription indicating name of student, condition for which medication is required and guidelines for administration
Responsibilities of school

The school is responsible for

- Informing the school community of school procedures for the administration of medication and the management of health conditions
- Providing parents with relevant medication forms for completion
- Providing information to and training for staff on the administration of medication for the health conditions where parents have notified the school
- Developing a management plan (in consultation with parents) for students who require long term medication or management of a health condition at school
- Developing a safe system for the storage and administration of medication including appropriate records
- Developing procedures to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis, and epilepsy
- Following protocols that incorporate safety and security considerations for students approved to self-administer medication and/or self-manage a health condition reminding students (where necessary) about taking medication

POLICY REVIEW

This policy will be reviewed periodically and not less frequently than once in every three years from the date of implementation.

**POLICY DATES**

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<th>October 2012</th>
<th>Adopted</th>
<th>OCTOBER 2012</th>
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<tr>
<td>Implemented</td>
<td>25 October 2012</td>
<td>Reviewed</td>
<td>JUNE 2015</td>
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<td>Next Review Due</td>
<td>JUNE 2018</td>
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**POLICY AUTHORISATION**

<table>
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<tr>
<th>Principal</th>
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POLICY FOR THE DISPENSING OF MEDICATION

Dispensing of medication is carried out in accordance with the guidelines distilled in the STUDENT SAFETY IN SCHOOLS POLICY GUIDELINES produced by the Catholic Education Commission.

A Summary of the guidelines at St. Rose are:

- No medication will be given to a child without a completed Request to Administer Medication at School form signed by parent/guardian and medical practitioner. This applies to prescription medication and over the counter medication.
- Medication is only dispensed from the Office by the Secretary or Principal.
- Under no circumstance is medication to be dispensed from the classroom.
- A medication register for non-prescribed and prescribed medication is kept in the Office.
- All medication is kept in the Secretary’s Office in the Sick Bay or if necessary in the refrigerator in the Sick Bay.
- Parents will be regularly informed of the school’s policy in regard to the administration of medication.
- Prescribed Medication must be supplied in the original container, clearly marked with the student’s name, the name of the drug, dosage, frequency of administration and prescribing doctor’s name.
- Appropriate equipment for administration, e.g. medication measures, should be supplied by parents.

MEDICATION FORMS KEPT IN OFFICE

Request to Administer Medication at School form signed by Parent/Guardian and Medical Practitioner.

Administration of Medication to Students Register completed by staff administering medication.